

South Dakota Department of the Military

South Dakota Department Veterans Affairs

Job Postings

July 28, 2011

Executive Administrative Secretary
Pierre, SD

Requisition Number: E16-0406

Agency: Department of the Military

Salary: Depends on experience

Closing Date: 08/09/2011

This position provides administrative support to the Secretary of the Department of the Military and other office and department staff. Work involves performing a wide variety of support and administrative functions, which require the application of sound independent judgment and discretion.

Duties include:

- writing and typing correspondence;
 - answering telephones, responding to routine requests for information and identifying appropriate recipient of calls;
 - taking and distributing minutes of meetings;
 - maintaining schedules and appointments;
 - making travel arrangements and handling meeting logistics;
 - coordinates and/or assist with department wide projects and events;
 - reviewing documents, forms, data and files to ensure accuracy and completeness;
- processing vouchers for payments and handling routine fiscal procedures.

This position is exempt from the Career Service Act.

The Ideal Candidate Will Have:

Knowledge of:

- Microsoft office products;

Business English including grammar, spelling and punctuation.

Ability to:

- handle multiple priorities;
 - maintain strict confidentiality;
 - organize and coordinate activities and a variety of processes and data;
 - communicate information concisely and efficiently;
 - be highly motivated and self-starting;
 - research topics compile and analyze data;
- exercise tact, patience and discretion in communicating and dealing with persons of varying backgrounds and personalities.

To Apply: Submit a letter of interest and application /resume (applications are available at a South Dakota Department of Labor and Regulation Employment Services and on the Internet at <http://bop.sd.gov/workforus/>) to:

Toni Richardson, Human Resource Manager
Bureau of Personnel
500 E Capitol Avenue
Pierre, SD 57501

For More Information Contact:

South Dakota Department of Military and Veterans Affairs

Phone: 605-773-4984

Web site: <http://mva.sd.gov>

